

Request for Qualifications/Proposal from Consulting Firms to Provide Professional Services for the Design and Engineering of the Carrollton Downtown Streetscape and Alignment Project (Presbyterian Avenue at Maple Street)

Details of Bid Request:

Sealed submittals from firms will be received by the Planning and Zoning Department of the City of Carrollton at P.O. Box 1949 – Carrollton, Georgia 30117 until 3:00 pm, legally prevailing time on 8th of June, 2007, for:

Request for Qualifications/Proposal from Consulting Firms to Provide Professional Services for the Design and Engineering of the Carrollton Downtown Streetscape and Alignment Project (Presbyterian Avenue at Maple Street).

After the time and in a designated room and place, the names of the Companies submitting proposals will be publicly read. No further information will be read, discussed or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum.

The Carrollton Mayor and City Council is soliciting submissions requesting the following services to be performed by the consulting firm to include (but not limited to) concept report preparation and validation, preparation of displays for public meetings, surveys and mapping, preliminary construction plans, final right-of-way plans (including staking of right-of-way), utility plans, traffic control plan, erosion control plans, staging plans, and final construction plans.

All proposals will be evaluated in accordance with applicable City of Carrollton rules, regulations and laws. Evaluation of firms submitting statements of proposal for these projects will be based on qualifications and cost.

All bids will be evaluated using a multi-step process. The first step is to evaluate the “qualification” submissions. Factors to be considered in the evaluation include, but are not limited to: qualifications of the professional staff, experience on similar projects, experience with TE grant administration, performance on past projects and references for same services. The selected consultant must be pre-qualified with the Georgia Department of Transportation and should meet all requirements concerning GDOT/TE grant consultant regulations. This step will result in a “shortlist of qualified firms”. After the “short list” is compiled, the second step is to evaluate the “cost proposal” which should have been submitted at the same time in **a separate sealed envelope**.

Bidders should inspect the site(s) to ascertain the nature and location of work and the general conditions which could affect the work of the cost thereof. The City of Carrollton will assume no responsibility for representations or understandings concerning conditions made by its officers or employees unless included in this request for proposal. While site inspections are not a mandatory requirement to submit a proposal, firms are urged to schedule inspections to ascertain all the requirements of this request for proposal.

Presbyterian Avenue and Maple Street Realignment -

General Design Standards: The City of Carrollton wishes to reconfigure Presbyterian Avenue and Maple Street to create a public plaza and 90 degree intersection with landscaped parking areas.

This project is one of several recommendations stemming from the “City of Carrollton Downtown Master Plan,” a plan developed with the goal of maximizing future public investments as well as to build upon the recent successes in the revitalization of the downtown Carrollton area. The Carrollton Downtown Master Plan can be viewed by going to carrollton-ga.gov, link to Departments then to Community Development

Your submittal must have a signature in its original form. The City of Carrollton suggests this is provided on an Introductory Letter. Firms should submit six (6) copies of qualifications and the requested fee structure (Proposal Form) in a separate sealed envelope.

No bid may be withdrawn for a period of (30) thirty days after time has been called on the date of opening.

All questions should be directed Charles Griffin, Carrollton City Planner or Tommy Holland, Carrollton City Engineer, Carrollton City Hall, at 315 Bradley Street – Carrollton, GA 30117. Mailing address at P.O. Box 1949 – Carrollton, GA 30112; email: cgriffin@carrollton-ga.gov or tholland@carrollton-ga.gov.

The City of Carrollton reserves the right to retain all proposals submitted and use any idea (s) in a proposal regardless of whether that proposal is selected. The City of Carrollton reserves the right to reject any or all bids and to waive technicalities and informalities.

The City of Carrollton shall reserve the option to reject any or all bids, in whole or part, or to select any bidder to complete the described work. Award of Contract will not be solely based on low bid, but also on quality, references and other subjective criteria as the City of Carrollton may deem necessary and as the City may determine at its sole discretion. The Undersigned Bidder expressly understands that his proposal may be rejected by the City for any reason without liability on part of the City to the Undersigned Bidder.

Response to typical Questions:

Question 1: Is the RFP asking for a full cost proposal or just hourly rates? RFP requires hourly rates only.

Question 2: What are the funding sources and amounts for the project? The Presbyterian Avenue and Maple Street Realignment project is funded by the Transportation

Enhancement program in the amount of \$250,000. The City of Carrollton is required to match 20% of said funds.

Question 3: What are the specific GDOT prequalification areas required for the prime consultant versus the sub consultants, including, but not limited to, 3.13/3.14 qualifications. The City of Carrollton has not specified which prequalification areas are required for the prime consultant. It will be the prime consultant's responsibility to ensure that all necessary areas are covered.

Question 4: Can the personnel information be submitted in matrix format or one paragraph bios instead of resumes for each member of the team? The personnel information for the RFQ should be submitted for key personnel. Short bios would be acceptable to provide the background for these key personnel.

Question 5: Will there be a pre-proposal conference? There has not been a pre-proposal conference scheduled for these projects. All consultants are encouraged to visit the site(s). All parts of the site(s) should be open for inspection.

Due Date: 8th of June, 2007 until 3:00 pm, legally prevailing time